Meeting of the High Contracting Parties to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects

2 February 2015

English only

2015 Meeting
Geneva, 7–17 April 2015

Information for States parties, observer States, intergovernmental organizations and non-governmental organizations

Note by the Secretariat

Summary

The present document provides information on the organization for participants of the CCW meetings of experts to be held from 7 to 17 April 2015. Further information can be found on the CCW website (www.unog.ch/ccw).

Date and Venue

1. The following CCW meetings of experts will be taking place at the United Nations Office at Geneva, Switzerland:

- Meeting of Experts of the High Contracting Parties to Protocol V on Explosive Remnants of War (7 – 8 April 2015);
- Group of Experts of the High Contracting Parties to Amended Protocol II on Prohibitions or Restrictions on the Use of Mines, Booby-Traps and Other Devices (9 – 10 April 2015);
- Meeting of Experts on Lethal Autonomous Weapons Systems (13 – 17 April 2015)

2. All three meetings of experts will be held in Conference Room XVIII, E Building of the Palais des Nations, United Nations Office at Geneva, Avenue de la Paix 8-14, 1211 Geneva 10.

3. The opening plenary meetings will be as follows:

- Meeting of Experts of the High Contracting Parties to Protocol V will begin on Tuesday, 7 April 2015 at 10:00 a.m.
- Group of Experts of the High Contracting Parties to Amended Protocol II will begin on Thursday, 9 April 2015 at 10:00 a.m.

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- Meeting of Experts on Lethal Autonomous Weapons Systems will begin on Monday, 13 April 2015 at 10:00 a.m.

Registration and United Nations Grounds Pass

4. All participants to the meetings must be properly registered.

5. **States parties and signatories** wishing to participate in the meetings should send, 5. States parties and signatories wishing to participate in the meetings should send, through their permanent missions, a letter or note verbale to the Implementation Support Unit informing of their participation and listing the full names and titles of the members of the delegation. The head of delegation should be clearly indicated. All of the above also applies to States which are neither parties nor signatories to the Convention, which may participate in the meetings as observers.

6. **International organizations** may participate in the meetings as observer agencies. A letter or note verbale should be addressed to the Implementation Support Unit informing of their participation and listing the full names and titles of the members of the delegation. The head of delegation should be clearly indicated.

7. **NGOs and academic institutions** may designate representatives to attend public sessions of the meetings. A letter or note verbale on the official letterhead of the organization should be addressed to the Implementation Support Unit requesting participation and listing the full names and titles of the representatives who will attend. NGOs and academic institutions that have not previously attended a CCW meeting should indicate previous interactions between the organization and the United Nations in relation to disarmament and non-proliferation issues. A mission statement or summary of work of the organization should be provided.

8. Concerning the matters of participation and costs, once the Implementation Support Unit receives a note verbale from a Permanent Mission containing a list of its members of delegation, the Secretariat will consider that State to be participating in and bearing the costs of the meeting in accordance with the United Nations scale of assessment.

9. All registration letters/note verbales and the registration forms, if applicable, should reach the Implementation Support Unit **no later than Thursday, 26 March 2015,** either by regular mail, fax or e-mail (ccw@unog.ch).

Valid United Nations grounds passes

10. Valid grounds passes (issued either by the United Nations Office at Geneva or the United Nations Headquarters in New York) **are required for entry into the Palais des Nations**.

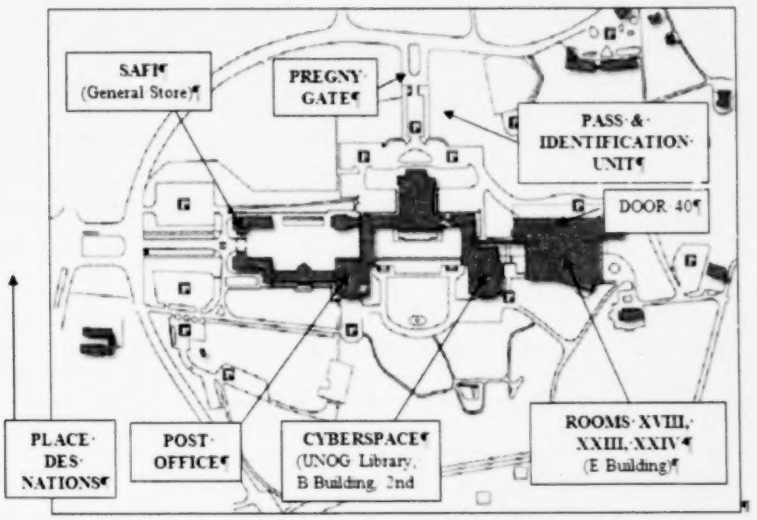
11. Participants without a valid grounds pass should fill in the conference registration form of the Security and Safety Section of the United Nations Office at Geneva available on the website of the Convention (www.unog.ch/ccw). This form should be attached to the letter/note verbale that the permanent mission will address to the Implementation Support Unit.

12. Valid United Nations grounds passes can be collected from the Pass and Identification Unit, open Monday to Friday from 8:00 a.m. to 5:00 p.m., at the Pregny Gate of the Palais des Nations (see map below).

13. Delegations from States and international organisations can collect their grounds passes **as from Thursday, 2 April 2015, 12:00 p.m.** Representatives assigned to collect

the grounds passes must present copies of the completed registration forms that were sent to the Secretariat.

14. All other representatives, including NGOs and academic institutions, can collect their grounds passes in person on **Tuesday, 7 April 2015, as from 8:00 a.m.** The completed registration form and photo identification, valid passport or national identification card, will have to be produced in order to collect a grounds pass.



Getting to and from the Palais des Nations

Tram and bus

15. The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve Pregny Gate (Appia stop) where the Pass and Identification Unit is located. Trams number 13 and 15, as well as buses 5, 8, 11, 14, 28, V, F, and Z serve the Place des Nations. The Place des Nations, where the Nations Gate is located, is some 500 meters away from the Pregny Gate. The number 28 bus serves Cointrin Airport from the Place des Nations.

16. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports Publics Genevois (see: www.tpg.ch)

Taxis

17. A taxi stand is located on Route de Pregny, some 25 metres from the Pregny Gate, in the direction Place des Nations. Direct telephone number: +41 (0) 22 331 41 33.

Hotel accommodation and visas

18. The Implementation Support Unit of the Convention cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to attending or contributing to the meetings. **The Implementation Support Unit is not in a**

position to provide letters of invitation or letters to embassies or consulates requesting that States or NGO representatives be provided visas for travelling to Switzerland in order to attend the meetings. It is the responsibility of States or NGO representatives to make their own arrangements for visas, travel and related costs.

Attending Meetings

19. All formal meetings will be held in Conference Room XVIII, located on the first floor of the E Building at the Palais des Nations (see map above).

20. Side-events will be held in Conference Rooms XXIII and XXIV, on the same floor of the main meeting room in the E Building. Details of the meetings scheduled for that day can be found on the screens opposite entrance Door 40 located on the second floor of the E Building.

21. Catering services should be contacted directly at onu@eldora.ch, telephone number 022 917 56 19.

Rooms and office facilities for participants

22. In addition to the main meeting room (Conference Room XVIII), two smaller meeting rooms have been reserved for use by States Parties. These may be used for regional group meetings and/or other private consultations. Rooms requests are issued on a first-come, first-served basis but every effort will always be made to accommodate room requests from States Parties. Those interested in reserving rooms should contact the Secretariat, office E.1056, located behind the Conference Room XVIII.

23. Delegates from States and international organizations have access to computer facilities, including internet connections and printers in the delegates' room (E2074, E Building) located on the second floor. UNOG wifi will be available.

24. Conference rooms can be made available to NGOs **when they are not in use by States Parties**. NGOs may also make use of the computers and printers in the delegates' room but once again, **States Parties have priority**. Additional computing facilities are available at the Cyberspace area of the UNOG library (Door 20, B Building, see map above).

25. **Copy and reproduction facilities will not be available to participants**.

26. Participants can also make use of the various cafes, cafeterias and restaurants in the Palais des Nations. The closest is the Serpent Bar which can be found behind Room XVIII on the first floor of the E Building. Other facilities in the E building at the Palais des Nations which might be of interest include: the UNOG Bookshop (entrance Door 40, second floor); UBS bank (Door 41, second floor).

27. The Post Office is located at Door 6, C Building, (see map) and SAFI (a small general shop at Door 1, S Building, see map).

Documentation

28. Documents for the Meeting of Experts on Protocol V and the Group of Experts on Amended Protocol II are unofficial and will be made available on the website of the Convention or circulated to delegations by e-mail in advance of the meetings of experts.

29. Official documentation will be available for the Meeting of Experts on Lethal Autonomous Weapons Systems. Any pre-session background information and procedural documents will be made available on the website of the Convention (www.unog.ch/ccw) as they become available, or circulated to delegations by e-mail in advance of the meeting of experts. The official documents will also be made available for collection from the documents booth inside Conference Room XVIII.

Secretariat

30. Further enquiries regarding attendance and participation in the meetings should be addressed to:

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